

ORIGINAL SALVAGE VEHICLE AGENT LICENSE APPLICATION

(PLEASE READ CAREFULLY BEFORE COMPLETING)

DEPARTMENT USE ONLY

License Number _____

Date Issued _____ By _____

Dealer Number _____

LICENSE CLASSIFICATION

Only dealers licensed as Used Vehicle Parts Dealers (Class C), Automotive Recyclers (Class R), or Foreign Salvage Vehicle Dealers (Class H) are eligible to apply for a salvage vehicle agent license. **Dealers are limited to two agents only.** The Salvage Vehicle Agent may be either a dealer principal (owner, partner, corporate officer/stockholder, etc.) or an "employee" who is acting within the scope of employment. Only licensed salvage vehicle agents may buy or sell distressed, late model vehicles, scrap vehicles, or late model major component (salvageable) parts at (1) auctions, (2) brokers, or (3) salvage pools in Michigan. No business authorized by this license may be conducted at an auction, broker, or salvage pool before the agent license is issued.

LICENSE EXPIRATION, RENEWAL, CANCELLATION, TERMINATION

All salvage vehicle agent licenses expire on December 31. The agent license will be an identification card bearing the agent's photograph and signature. The identification card will be issued by the Michigan Department of State after this application has been approved. The agent will be notified to appear in person to be photographed and to sign the identification card.

The dealer must renew both the dealer license and the agent license each calendar year. A salvage vehicle agent license is automatically canceled with the termination of the dealer's license or the agent's employment. The agent must surrender the license to the dealer upon separation from employment OR if there is a change in his or her status as an agent. The dealer must immediately surrender the salvage vehicle agent license to the Bureau of Automotive Regulation.

INSTRUCTIONS FOR COMPLETING THIS FORM

By law, this application must be filed by the dealer applicant, either a Class C, R, or H dealer, as explained above. The application is in two sections: Section 1 is the salvage vehicle agent portion and Section 2 is the dealer portion. The person named as an agent in Section 1 may be either a dealer principal or an employee. The agent must certify to the accuracy of the information given in Section 1. The person signing Section 2 on behalf of the dealership must be named on the Michigan dealer license. If the dealer principal is also the agent seeking the license, both sections must be completed and signed. The dealer signing the application is certifying to the accuracy of the entire application. **Note: No more than two agents may be licensed per dealer at any one time. Dealers must submit separate original applications for each salvage vehicle agent.**

SECTION 1

A. SALVAGE VEHICLE AGENT INFORMATION

(This section must be completed by the salvage vehicle agent and reviewed by the dealer before signing.)

Note: Each salvage vehicle agent must submit a Michigan State Police fingerprint card with this application. An MSP fingerprint card (with instructions for completing it) is included in your application packet. The card will be checked by the Michigan State Police and will be forwarded electronically to the Federal Bureau of Investigation. **Please follow the instructions on the fingerprint card exactly. The application will be delayed if the card is not completed properly or is not returned with this application.**

PLEASE PRINT OR TYPE

FULL NAME (Last) _____ (First) _____ (Middle) _____

HOME ADDRESS (Street) _____ (City/State) _____ (Zip Code) _____ (County) _____ AREA CODE/HOME TELEPHONE _____

EYE COLOR _____ HEIGHT _____ WEIGHT _____ HAIR COLOR _____ BIRTHDATE _____

DRIVER LICENSE OR PERSONAL IDENTIFICATION NUMBER _____ ISSUING STATE _____ SOCIAL SECURITY NUMBER _____

B. SALVAGE VEHICLE AGENT BUSINESS AND EMPLOYMENT HISTORY
(Attach additional sheet if necessary to provide complete information.)

1. What is your present position with this business? ☐ Owner (Dealer Principal) ☐ Employee

2. How long have you been associated with the business? _____

In what capacity or capacities? _____

NOTE: If you are an employee, YOU MUST provide a copy of your most recent IRS form W-2 or W-4 showing your employment relationship with this business. If you are an owner of the business, you must be listed in our records. If we cannot verify this, we cannot process this application, and you will be notified accordingly.

3. List all other vehicle-related business licenses you have held during the past 5 years (dealer, salesperson, agent, etc.): _____

4. Are you related by birth or marriage to a person who is now or has ever been a licensed dealer IN MICHIGAN OR IN ANY OTHER STATE OR JURISDICTION? ☐ NO ☐ YES If YES, complete the following:

A. Person Related to: _____

B. Relationship: _____

C. Dealer License Number and State or Jurisdiction: _____

D. Dealership Name and Address: _____

5. Have you been licensed to buy and sell vehicles or vehicle parts IN MICHIGAN OR IN ANY OTHER STATE within the past 5 years? ☐ NO ☐ YES If YES, complete the following and attach a copy of the license(s) or identification card(s), if available.

Licensing State/Jurisdiction

Years Licensed

Dealership Name

Dealer License Number

Area Code/Telephone Number

Street Address

City

State

Zip Code

Dealer License Status: ☐ Current ☐ Expired ☐ Canceled (When?: _____)

6. Have you, in any capacity, been employed by or acted as an agent for a dealer IN MICHIGAN OR IN ANY OTHER STATE within the past 5 years? ☐ NO ☐ YES

If YES, give dealership name, address, telephone number, dates of employment or association, capacity, and name of supervisor.

7. Give name, address, and telephone number of all other employers within the past 5 years. Indicate positions held, duties performed, and dates of employment. If self-employed, indicate "S/E" and provide business name, address, and type of business.

8. Have you ever been named on any application for a vehicle dealer license, vehicle agent's license, salesperson's license, or salvage vehicle agent's license of any type IN MICHIGAN OR IN ANY OTHER STATE which was revoked, suspended, denied, refused, or withdrawn? ☐ NO ☐ YES If YES, give details, including dates:

C. SALVAGE VEHICLE AGENT CRIMINAL HISTORY

9. Have you been arrested OR convicted of any crime within the past 10 years? ☐ NO ☐ YES

If YES, give details of all arrests or convictions. Include dates, arresting agency, court, and disposition.

WARNING: FAILURE TO DISCLOSE ALL INFORMATION OR PROVIDING FALSE OR INCOMPLETE INFORMATION COULD RESULT IN THE DELAY AND/OR DENIAL OF A MICHIGAN SALVAGE VEHICLE AGENT LICENSE.

D. LICENSE FEES (Salvage Vehicle Agent License only.)

License Fee: \$50.00. Make check or money order payable to the "State of Michigan."

E. SALVAGE VEHICLE AGENT CERTIFICATION AND SIGNATURE (Please read carefully before signing.)

I certify that the statements contained in this application made by me are true and that any misleading, incomplete, or false statement shall be grounds for denial of this application or the suspension or revocation of a salvage vehicle agent license issued to me, or for the denial, suspension, or revocation of the dealer license on which this application is based.

I stipulate and agree that any legal process affecting me involving acts conducted under the authority of this license served on the Secretary of State or his/her deputies shall have the same effect as if personally served on me. I further agree that this appointment shall remain in force as long as any liability associated with this license remains outstanding within the State of Michigan.

I further certify that I am not operating as a vehicle dealer, vehicle parts dealer, or automotive recycler in Michigan or in any other state, except as stated in this application, and that I do not represent and will not represent more than one dealer at any given time.

I further certify that I am not now and will not act as the alter ego, for, on behalf of, or in the place of, any other person or persons in seeking this license and that all business conducted by me under the authority of the salvage vehicle agent license will be done solely on behalf of the dealer applicant named herein.

I further certify that I understand the conditions under which this license is being issued and agree to surrender the salvage vehicle agent license to the dealer applicant upon the termination of my employment or upon any change in status as an authorized agent for the business.

Print Full Name of Salvage Vehicle Agent

Signature of Salvage Vehicle Agent

Date of Signature

SECTION 2

A. DEALER INFORMATION

Note: The business must be licensed by the Department of State as either: a Class C Used Vehicle Parts Dealer; a Class R Automotive Recycler; or a Class H Foreign Salvage Vehicle Dealer. Class A and B dealers (new and used vehicle dealers) also qualify if they have a C or an R as an alternate license class. See Dealer Classifications (Revised 1994) for additional information.

10. Dealer License Information

Note: The address must be the same as shown on the current dealer license and must identify the actual business location. Rural Route and Post Office Box numbers alone are not adequate.

Business Name _____ Michigan Dealer License Number _____

Business Address (Street Address) (City) (State) (Zip Code)

Business Telephone Number(s) _____

() ()

11. Foreign Salvage Vehicle Dealers only (Class H), please also provide your:

A. State of Licensure: _____

B. Home State License Number _____

B. DEALER UPDATE ON LICENSE STATUS AND ARREST/CONVICTION INFORMATION

12. Has the dealership had any change in ownership, name, location, or licensing status during this calendar year which is not reflected on your Michigan dealer license?

☐ NO ☐ YES If YES, what changes have taken place?

13. Has any owner, partner, corporate officer, director, or stockholder owning 25% or more of the stock in this business, or any employee acting within the scope of his/her employment for the licensee, been arrested for OR convicted of any crime other than a minor traffic violation which was not reported on your last dealer license or renewal application filed with the Department of State?

☐ NO ☐ YES If YES, provide details:

C. DEALER CERTIFICATION AND SIGNATURE (Please read carefully before signing.)

Note: The dealer owner or principal signing this application on behalf of the business **MUST** be currently listed in the Department of State records as an owner, partner, corporate officer, director, or stockholder owning 25% or more of the stock.

I certify that the statements contained in this application are true and that I, as owner, partner, officer, director, or stockholder of the corporation, have authority to sign this application and to make the statements contained herein. I understand that any misleading, incomplete, or false statement shall be grounds for denial of this application or the suspension or revocation of any salvage vehicle agent license issued as the result of this application, or in the denial or suspension or revocation of the dealer license on which this application is based.

I stipulate and agree that any legal process affecting this business served on the Secretary of State or his/her deputies shall have the same effect as if personally served on me and all other owners of this business, if any. I further agree that this appointment shall remain in force as long as any liability of this business remains outstanding within the State of Michigan.

I understand that the dealer applicant is responsible for notifying the Secretary of State in writing if there is any factual or material change in the information stated above in the salvage vehicle agent's portion of this application or in any license issued as the result of this application.

I understand that the dealer applicant I represent is required to indemnify the Secretary of State and any member of the public who suffers or sustains any loss by reason of any violation of this act by a salvage vehicle agent that occurs within the actual or apparent scope of the agent's authority during the period the agent's license is in effect.

I further certify that the salvage vehicle agent named on this application is either a dealership "employee," as recognized by the Internal Revenue Service, or is an owner or dealer principal of the business.

I hereby appoint the agent named on this application to represent the dealer in conducting the business authorized by the salvage vehicle agent license.

I further certify that neither the dealer applicant nor the salvage vehicle agent named herein is acting as the alter ego, for, on behalf of, or in the place of, any other person or persons in seeking this license; that all business conducted under the authority of the licenses issued to the dealer applicant and the salvage vehicle agent will be done on behalf of the dealer applicant named herein.

Print Full Name of Dealer Applicant

Title of Dealer Applicant

Signature of Dealer Applicant

Date of Signature

CHECKLIST

- A. Verify that both sections of this form have been completed entirely.
- B. Verify that both the agent and the dealer have signed and dated it.
- C. Be sure to include the following additional items:
 - 1. Two sets of fingerprint cards for the agent (both MSP and FBI fingerprint cards are necessary).
 - 2. A copy of the agent's most recent W-2 or W-4 form showing employer/employee relationship.
 - 3. Any additional sheets necessary to fully answer items.
 - 4. The \$50.00 salvage vehicle agent license fee in the form of a check or money order made payable to the State of Michigan.
 - 5. Fingerprint processing fees must be submitted with this application according to the instructions with the fingerprint card. An individual who already has a fingerprint card on file with this department need not be fingerprinted again if the dealer license number under which the fingerprint card was originally filed is provided. Otherwise, a new fingerprint card is required.

Mail this application, fees, and related documents to: **Michigan Department of State**
Bureau of Automotive Regulation
Licensing Section
Lansing, MI 48918-1210

If you have any questions regarding this application, please telephone (517) 373-9460, or for TTY service, telephone (517) 485-5530.

ALLOW 30 DAYS FOR PROCESSING

STATE OF MICHIGAN



CANDICE S. MILLER, Secretary of State
MICHIGAN DEPARTMENT OF STATE
LANSING, MICHIGAN 48918-0001

**SALVAGE VEHICLE AGENT
EMPLOYMENT CERTIFICATION**

I certify that _____,
(Agent's Name - Printed)

driver license or personal identification number _____

is a bona fide employee of:

(Name of Dealership)

(Dealer License Number)

and that the dealer takes responsibility for this employee's actions in the course of employment.

Should the employment be terminated, the dealership agrees to surrender the photo identification card and notify the Michigan Department of State, Bureau of Automotive Regulation, Licensing Section **within five days**.

(Signature of Licensee)

(Title)

(Printed Name)

(Date)